

| INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION | |
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Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

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| 1. POST US Embassy Kampala | 2. AGENCY Centers for Disease Control and Prevention | 3a. POSITION NO. 101503 |
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
 Position No. 101503 (Title) 550 (Series) 11 (Grade)

☐ b. New Position

☒ c. Other (explain) Updating with minor changes for recruitment

| 5. CLASSIFICATION ACTION | Position Title and Series Code | Grade | Initials | Date (mm-dd-yy) |
|----------------------------------|-------------------------------------------------------------|--------|----------------|--------------------|
| a. Post Classification Authority | Public Health Specialist, 0550 | FSN-11 | AFRCC : MHB | 6/30/2022 |
| b. Other | | | | |
| c. Proposed by Initiating Office | Public Health Specialist (Anti-Retroviral Therapy), FSN-550 | 11 | | |

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| 6. POST TITLE POSITION (if different from official title) Treatment Specialist | 7. NAME OF EMPLOYEE |
| 8. OFFICE/SECTION Centers for Disease Control and Prevention | a. First Subdivision Program |
| b. Second Subdivision Health Services Branch | c. Third Subdivision Treatment Team |
| 9. This is a complete and accurate description of the duties and responsibilities of my position. <div> <div> Typed Name and Signature of Employee </div> <div> Date(mm-dd-yy) </div> </div> | 10. This is a complete and accurate description of the duties and responsibilities of this position. <div> <div> Typed Name and Signature of Supervisor </div> <div> Date(mm-dd-yy) </div> </div> |
| 11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div> <div> Typed Name and Signature of Section Chief or Agency Head </div> <div> Date(mm-dd-yy) </div> </div> | 12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div> <div> Typed Name and Signature of Human Resources Officer </div> <div> Date(mm-dd-yy) </div> </div> |

13. BASIC FUNCTION OF POSITION

The incumbent is a public health technical advisor on HIV antiretroviral therapy (ART) to the U.S. Centers for Disease Control and Prevention (CDC) Uganda Country Office.

Job holder performs public health technical, managerial, administrative, and coordination functions, with a focus on pediatric and adolescent treatment activities supported under the President's Emergency Plan for AIDS Relief (PEPFAR). The incumbent will work directly under the supervision of the Treatment Team Lead.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Program Management for PEPFAR HIV/AIDS and TB Treatment Projects

70%

Incumbent serves as a public health technical advisor for the development, implementation, and monitoring of USG-supported HIV/AIDS and TB treatment activities in Uganda, with a focus on high quality, client-centered treatment of pediatric and adolescent populations.

Job holder will maintain high technical subject matter expertise in HIV treatment, with a focus on pediatric and adolescent treatment, including continual review of latest scientific evidence, global and national guidelines, and documented best practices. Job holder will serve as a primary technical adviser to the Health Services Branch (HSB) Branch Chief and Treatment Team Lead, in leading capacity building activities, providing subject matter expertise for planning and development, and providing recommendations for program improvement. Job holder will also serve as the pediatric and adolescent treatment program technical advisor to USG and non-USG partners, including Uganda Ministry of Health and other relevant ministries, the Global Fund, Non-Government Organizations (NGOs), Faith Based Organizations (FBOs), and private sector, involved in implementing treatment programs through PEPFAR grants, cooperative agreements or contracts.

This incumbent will collaborate with Uganda Ministry of Health and other partners involved in the HIV response to develop high-quality, client-centered HIV treatment programs and integrated HIV and TB treatment services, following global guidance and latest scientific knowledge. Additionally, the job holder will work closely with HIV Prevention Specialists and the Orphans and Vulnerable Children's (OVC) team to prioritize case identification of children and adolescents, ensure linkage to care, and ensure children in care are assessed and enrolled into OVC programs, as appropriate. For program implementation, the job holder will provide technical guidance and direction to grantees, program collaborators, and contractors on management and implementation of activities to be consistent with PEPFAR policies and guidance and host country policies and regulations. The job holder will also work closely with CDC Data Science and Informatics (DSI) branch and other stakeholders to develop program monitoring and evaluation strategies for continual quality program improvement leading to increased HIV treatment coverage and improved clinical outcomes among pediatric and adolescent populations. Program monitoring activities should include regular data reviews to assess implementing partner progress and fidelity in implementation, conducting quarterly, semi-annual, and annual site visits to assess progress and plan POART, Country Operational Plan (COP), and other programmatic activities.

The job holder will be responsible for leading strategic science and communications to advance program objectives focused on pediatric and adolescent populations. This will include: reviewing latest scientific evidence and guidelines, developing strategic science activities to address program and knowledge gaps including protocol development, providing oversight of strategic science activities including project implementation, compliance with human subject requirements, data analysis and dissemination of strategic science results to expert as well as to lay audiences through conferences, peer-reviewed journals, interviews with traditional media and social media engagement.

Program Administration

15%

The job holder will be responsible for leading program administration, focused on pediatric and adolescents care and treatment, through development, implementation, analysis, and interpretation of program data to ensure high quality, client-centered treatment, aligned with scientific evidence and guidelines. This will include interpretation of regularly reported data to guide program improvement activities on a weekly, monthly, quarterly, semi-annual, and annual basis as well as other data including strategic science which address program and science knowledge gaps. Additional ad hoc program administration tasks will include preparing briefings for VIP visitors from the

U.S. Mission Uganda Front Office, Congressional Teams, and CDC Headquarters, taking lead in visit preparations, and serving as a spokesperson on matters within his/her technical expertise. The job holder will be responsible for ensuring data are managed appropriately, including maintaining data integrity and security to uphold all ethical requirements around personal identifiable information. Additionally, the job holder will serve as part of CDC teams that manage grants and cooperative agreements.

Interagency Coordination

15%

As CDC Uganda's expert on HIV care and treatment among pediatric and adolescent populations, the job holder will serve as the primary liaison on all areas related to pediatric and adolescent treatment with internal and external partners. The job holder will represent CDC Uganda at technical, policy and strategic planning meetings, with USG agencies supported by PEPFAR (such as USAID, Walter Reed, Peace Corps) and other partners; Ministry of Health, and the Global Fund. The job holder will serve on technical working groups, including those organized by CDC headquarter and PEPFAR headquarters subject matter experts. The job holder will participate in internal, national, and interagency technical working groups to ensure pediatric and adolescent treatment programs are informed by the latest scientific evidence, global guidance, and documented best practices. The job holder will be responsible for briefing the Treatment Lead, Branch Chief, and CDC Country Director on the results of such meetings and prepare reports for submission to other interested parties.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of Master's degree in Public Health or Medicine is required

b. Prior Work Experience

Five years of mid-to-senior level public health experience in developing, implementing and evaluating HIV treatment programs with a focus on pediatric and adolescent populations or other relevant public health programs that involve coordination with an international agency or implementing partner is required.

c. Post Entry Training:

Ongoing review of scientific literature, national and global guidelines, and documented best practices as well as professional certification seminars that focus on HIV treatment among pediatric and adolescent populations. PEPFAR and CDC-specific trainings new approaches to program design, implementation and reporting; leadership and management; and grants and cooperative agreement management. Attendance at conferences and workshops, as needed.

d. Language Proficiency: *(List both English and host country language(s) proficiency requirements by level and specialization)*

Level IV (fluency) speaking/reading/writing English is required.

e. Job Knowledge:

Detailed knowledge and experience in HIV treatment with strong skills in the clinical management of HIV/AIDS in general and thorough public health knowledge of current HIV/AIDS situation among pediatric and adolescent populations is required. Good knowledge of USG public health programs in general and detailed knowledge of USG-supported HIV/AIDS programs in particular is required. Good knowledge of

data-driven strategies to plan, develop, implement, and evaluate results of public health programs. Demonstrated ability to conduct high-quality strategic science with impactful dissemination of results to expert and lay audiences is required. Good knowledge of team management, including program implementation and monitoring, leading a multi-disciplinary team, and administration, budgeting and fiscal management, is required. Comprehensive knowledge of the Uganda government health care system and structures, including familiarity with Ministry of Health policies, program priorities, and regulations is required.

f. Skills and Abilities:

The job holder will be required to have data analytic skills to enable him/her to use data to prioritize programmatic areas for impact. Program management skills are required, including planning and coordination skills, stakeholder engagement, and management and negotiation skills. Technical proficiency in data management, analysis, and data interpretation for continual program improvement is required. Proficiency in Microsoft Office with regular keyboard skills where good working speed and accuracy is required. Strong oral and written skills for effective communication are required. Ability to develop, conduct, and disseminate strategic science with effective communication to expert and lay audiences is required. Program administration skills are required, including reviews of regularly reported data, preparation of ad hoc reports, and management of grants and cooperative agreements. Ability to manage and lead multi-stakeholder teams toward achievement of programmatic priorities. Tactful and diplomatic skills to ensure effective working relationships with USG, national and international working partners is required.

16. POSITION ELEMENTS

a. Supervision Received:

Directly supervised by the Treatment Team Lead.

b. Supervision Exercised:

None.

c. Available Guidelines:

Office of the Global AIDS Coordinator (OGAC) and PEPFAR policies; U.S. Mission Strategic Plan; CDC Agency handbooks; project documents (e.g., contracts, cooperative agreements); PEPFAR Country Operation Plans (COP); and Uganda Ministry of Health guidelines and protocols, including National HIV Treatment Guidelines.

d. Exercise of Judgment:

The job holder will be required to exercise good judgement and to work independently with minimal supervision. The job holder is required to maintain standards and practices associated with USG work, including the management of grants and cooperative agreements as well as in enforcing programmatic guidelines and regulations. He/she will be required to analyze very complex, sensitive issues, and make recommendations to the Team Lead, Branch Chief, and CDC Country Director). Work will be reviewed primarily in terms of results achieved.

e. Authority to Make Commitments:

Position has no authority to make financial commitments.

f. Nature, Level and Purpose of Contacts:

Interacts with all levels within USG forum. Frequent internal high-level contact with other USG agencies supported through PEPFAR to coordinate and standardize ART programs in reaching PEPFAR programmatic priorities for the purpose of supporting and developing the highest technical quality of HIV/AIDS treatment programs. External contacts are primarily with mid- to senior-level program managers in the Uganda Ministry of Health and other relevant ministries, participating cooperative agreement partners, the Global Fund, NGOs, FBOs, and other program collaborators, including in the private sector. The purpose of these contacts is to enable regular engagement and discussion on matters pertaining to program policy, priorities, strategic direction and goals and program performance. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, supply chain managers, pharmacists, and other public health professionals for purposes of understanding emerging practices, challenges, and best practices from the field.

g. Time Expected to Reach Full Performance Level:

One year

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